

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: January 18, 2006

Division: Public Works

Bulk Item: Yes X No

Department: Road Department

Staff Contact person: John King

AGENDA ITEM WORDING: Approval to increase Facilities Maintenance Custodian position PWF078 from part-time (24/hpw) to full time (40/hpw).

ITEM BACKGROUND: We currently employ six full-time and one part-time custodian to clean and maintain approximately 162,000 sq. ft. of space at the Key West Courthouse, Courthouse Annex, Lester Building, Records Storage Building, Gato Building, and Public Works Garage Compound. Not including leased facilities, this equate to about 24,900 sq. ft. per employee. (A 2002 study by the Florida Department of Education recommends one custodian for every 19,000 sq. ft.). The construction of the Freeman Justice Center is underway creating more dust and dirt to surrounding buildings. Because of vacation time and illnesses, it is difficult to have enough custodians on hand at times. By increasing the part-time position to full time, the added hours will help fill in gaps, allow certain work to be performed on Saturdays when buildings are vacant, and assist with paper shredding.

PREVIOUS RELEVANT BOCC ACTION: None.

CONTRACT/AGREEMENT CHANGES: n/a

STAFF RECOMMENDATIONS: Approval.

TOTAL COST: approx. \$19,000 (\$8,400 salary + \$10,600 in benefits) **BUDGETED:** Yes No X*
*will be absorbed in current budget

COST TO COUNTY: same

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:


Dent Pierce, Director of Public Works

DOCUMENTATION: Included Not Required X

DISPOSITION:

AGENDA ITEM #